

8/20

FIN 45-231

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Systems Furniture Acquisitions

FROM: C/LSD/OL  
3E14  
Hdqs.

EXTENSION

NO.

OL 2 2096

DATE

6 MAY 1982

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AD/L  
2C02

14 May

Dr

2.

EO

17/5

DM

3.

S/C

17 MAY 1982

4.

C/LSD

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Systems  
Furniture  
Approvals  
from  
GSA

Good idea.  
LSD can initiate action on all except 2.e. pending your identification of a suitable position within the LSD T/O or the identification of slots which could be concurrently abolished. Suggest you discuss w/ C/PATS. If we can work that out, we can then identify a candidate. Perhaps this could be combined w/ Caral's duties and a slot established that only within your current ceiling. The

6 MAY 1982

MEMORANDUM FOR: Director of Logistics

FROM:

Chief, Logistics Services Division, OL

SUBJECT: Systems Furniture Acquisitions

1. As part of the procurement process the Logistics Services Division (LSD) is frequently tasked by Agency components to determine the validity of requests for systems furniture. Although often looked upon as visually appealing items, this type of furniture should actually be used only in conjunction with new electronic equipment and procedural layouts designed specifically for yielding maximum efficiency to an operation. Consequently, in considering requests for systems furniture acquisitions LSD focuses on the engineering and flexibility aspects of the requested workstations and if they would make a significant impact on the overall efficiency of the requesting component. To aid us in this endeavor we have assembled the major advantages and disadvantages associated with the use of systems furniture. These analogies are attached for your information.

2. The position of LSD is that the cost and other disadvantages of systems furniture far outweigh the benefits derived from its installation; prompting us to offer the following recommendations for consideration as Agency policy on systems furniture acquisitions:

*OK* a. Systems furniture requests should not be honored until all efforts to identify substitute word processing furniture have been exhausted.

*Lark to Larry* b. The Building Planning Staff should design the new Agency facility with the compatibility of systems furniture in mind. Engineering and renovation savings would be significant considering the fact that the users would essentially be absorbing the equivalent cost of walls and power.

OL 2 2096

SUBJECT: Systems Furniture Acquisitions

STAT  
STAT

*Just?*

c. A facility manager position should be established to enforce guidelines, provide liaison to GSA, the Office of Communications

, and vendors and to coordinate the purchase, utilization, maintenance, and reconfiguration of systems furniture.

*Just to  
GSA*

d. A maximum of six vendors should be established for supplying systems furniture. This is necessary because various manufacturers' modules are not compatible and huge inventories of similar purpose parts must be avoided.

*LSD*

e. A capability for moving and reconfiguring systems furniture should be created.

f. Negotiations for GSA electricians to accept responsibility for electric component servicing in systems and acoustic panels should be initiated.

g. The possibility of using a standard modular power system in the various manufacturers' screens should be studied.

h. A small storage area should be located either in the Headquarters Building or in a close proximity to retain spare pieces and thus reduce lead times for acquisitions.

*LSD/GSA  
once "c" is  
established.*

*LSD/SD*

3. The adoption of the aforementioned recommendations would provide LSD a common basis to apply against all systems-type furniture requests and undoubtedly would accelerate the approval and procurement processes. Your consideration of these recommendations would be appreciated.

STAT

